

## NOTES FOR TENDERER

Tenderers shall read this Tender Document carefully prior to submitting their tenders. Any tender which fails to comply with the requirements contained herein may render the tender invalid.

### 1. Tender Document

This Tender Document identified as AFCD/WP/05/08 consists of the following:

- (a). Tender Form (G.F. 231 Parts 1-5);
- (b). Notes for Tenderer;
- (c). Interpretation;
- (d). Part 1 – Terms of Tender;
- (e). Part 2 – General Conditions of Contract;
- (f). Part 3 – Special Conditions of Contract;
- (g). Schedule 1 – Site Plans;
- (h). Schedule 2 – Rates for Provision of Services;
- (i). Schedule 3 – Management Plan, Work Plan, Contingency Plan,  
Quality Assurance Plan and Transition Plan;
- (j). Schedule 4 – Detailed Service Requirements;
- (k). Annex A – Reply Slip for Briefing Session and Site Visit;
- (l). Annex B – Marking Scheme;
- (m). Annex C – Background of Tenderer;
- (n). Annex D – Information of and Proposal by Tenderer;
- (o). Annex E – Operation and Accounting Procedures; and
- (p). Annex F – Qualifications and Experience of Nominated Supervisors

(Throughout the Tender Document, references to “Notes for Tenderer”, “Terms of Tender”, “Schedule 1”, “Schedule 2”, “Schedule 3”, “Schedule 4”, “General Conditions”, “Special Conditions”, “Annex A”, “Annex B”, “Annex C”, “Annex D”, “Annex E”, “Annex F”, or Part 1, 2 or 3 shall respectively mean the above documents.)

### 2. Tender Briefing Session and Site Visit

- (a). A Tender Briefing Session will be held on **27 November 2008, at Hong Kong Wetland Park, Tin Shui Wai, N.T.**, which will be followed by a site visit of the HKWP. All Tenderers who wish to submit a bid in response to this Invitation to Tender are strongly recommended to attend this briefing session and the site visit. Tenderers who would like to attend the briefing session and/or the site visit should complete and return the registration form as detailed in Annex A hereof.

- (b). Each tenderer may nominate not more than two representatives for the briefing session and the site visit.

3. Submission of Management Plan, Work Plan, Contingency Plan, Quality Assurance Plan and Transition Plan

- (a). Tenderers shall submit with each tender for the approval of the Government Representative a management plan, a work plan, a contingency plan, a quality assurance plan and a transition plan showing the manner in which and the methods of work by which the Tenderers propose to carry out the Contract. Details requirement of the plans are shown in Schedule 3. A tender will not be considered further if it fails to contain any of these plans.
- (b). Tenderers shall note that under Clause 7 of the Special Conditions of Contract in Part 3, the Government Representative shall be entitled to request from time to time the amendment of the plans submitted by the Tenderer under Clause 7(a) hereof to suit the needs and requirements of the Government Representative.

4. Sub-contracting Proposal

Tenderers should note that no sub-contracting proposal submitted during the tendering stage will be considered by the Department. The sub-contracting proposal will only be considered during the performance of the Contract when the Department finds that there is an emergency or a very special circumstance arising. The Contractor may pursue the application in accordance with the provision of Clause 9 of the General Conditions of Contract in Part 2. Any tender containing a sub-contracting proposal will not be processed any further for evaluation.